

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
MANUAL OF POLICIES AND PROCEDURES 0000159

DATE	DISSEMINATION	CATEGORY	NUMBER
02-09-98	All Personnel	3 Personnel	3.7
SUBJECT: <p align="center">OUTSIDE EMPLOYMENT</p>			
RELATED SECTIONS:			
IN COMPLIANCE WITH:			
<p>3.7 POLICY</p> <p>A Department employee shall not engage in outside supplemental employment unless prior written authorization is obtained from the employee's Assistant Sheriff/Executive Director.</p> <p>3.7 PROCEDURE</p> <p>A. An employee of the Sheriff's Department intending to engage in outside employment shall disclose the proposed employment in writing, on department form PER 20 (Disclosure of Outside Employment or Activity) via the chain of command, to his/her Assistant Sheriff/Executive Director, who will determine if the intended employment would conflict with County duties.</p> <p>Form PER 20 shall be distributed twice a year (August and February) by the Personnel Division. Completed PER 20 forms shall be retained in the Payroll Unit for a period of five (5) years. These forms shall be made available for audit purposes to the Auditor & Controller.</p> <p>If the Assistant Sheriff/Executive Director disapproves the intended outside employment, he/she shall notify the employee within 10 days of that determination and state the rationale for the disapproval. The employee may appeal that decision in writing to the Undersheriff.</p>			

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Should any employee engaged in approved outside employment become injured or otherwise incapacitated to the extent that the employee is unable to perform the duties of his/her County position, that person must obtain reconfirmation of the prior approval before continuing that outside employment.

- B. If any employee of the Sheriff's Department receives an assignment of work that relates to any organization, property or activity in which the employee or a member of the employee's immediate family has an interest, he/she shall report such interest, in writing, to their Assistant Sheriff/Executive Director.

3.7 INCOMPATIBLE OUTSIDE EMPLOYMENT

An employee of the Sheriff's Department shall not engage in any outside employment involving the following:

- A. Any outside employment which involves the use of County time, facilities, equipment or materials for private gain or advantage as follows:
1. Any outside employment which results in receipt of telephone calls or visitors by the employee while on duty at his/her County employment.
 2. Any publication for private gain of reports, studies or other written materials that were prepared on County time or utilized County facilities, equipment and/or materials, except when specifically authorized by the Sheriff.
 3. Any outside employment which would interfere during business hours with the full time devotion and attention of the employee to the duties and responsibilities of the Sheriff's Department.
- B. Any employment which involves the use of the badge, uniform, gun or influence of the individual's county employment for private gain or advantage including the following:

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Approved and/or authorized by the Board
of Supervisors of the County of San Diego
Date: 11/10/98 Minute Order No. 42
THOMAS J. PASTUSZKA
Clerk of the Board of Supervisors
By [Signature] Deputy Clerk

1. The direct or indirect soliciting, seeking or accepting of personal loans, gifts, gratuities, business compensation or favors from the general public, private business firms or their agents who deal with the Sheriff's Department or any other agency or department of the County of San Diego.
 2. The using of information not readily available to the general public, gained in the course of County employment, for private gain or advantage or the gain or advantage of another.
- C. Any employment which involves the receipt by employee of monies or other considerations from private parties for the performance of acts which the employee is expected to render in the regular course of duties as a County employee, including any consultation work for a fee or other remuneration concerning the application or interpretation of orders, directives or other communications of the Sheriff's Department or any other agency or department of the County of San Diego.
- D. Any employment which is in conflict with the duties and responsibilities of the employee's department, including those prohibited activities as set forth in Government Code 24004, and:
1. Any outside employment which will impair the employee's independence of judgment as to his/her County employment.
 2. Any outside employment which will require or induce an employee to disclose confidential information acquired in or during the course and scope of his/her County employment.
- E. Any employment which involves time demands which render the performance of County duties less efficient.
- F. Specific examples of prohibited outside employment include, but are not limited to, the sale or distribution of alcoholic beverages as the primary business, or produce investigative work for insurance companies, work for private guard services, collections agencies, attorneys or bail bond agencies, or work for an employer who has been convicted of a felony or who openly associates with convicted felons.